

Do not submit this form as the Exemption Application. This form is solely to inform you of the Exemption Application Requirements. The Exemption Application must be submitted online at <https://www.iowacollegeaid.gov/content/application-exemption-261b11>.

Exemption 261B.11(1)(k): Section 1 (page 1):

1. School name *

Address of principal office as defined in [Iowa Code §490.140](#).

Street *

City *

State *

Country

Zip code *

2. Individual completing this application.

First name *

Last name *

Job Title *

Email *

Phone *

3. Is your school accredited by a U.S. Department of Education recognized accrediting agency? *

☐

Yes

☐

No

If yes, please provide the link to your school's specific accreditation status page at the accreditor's website.

URL *

If no, the school must prominently state in all of its electronic, paper, or verbal promotional statements, and on its enrolment agreement with the student, that it is not accredited, that credits earned at the school may not transfer to accredited schools and may not qualify students for employment.

Is this information available on your website? *

☐

Yes

☐

No

If yes, provide the URL:

URL *

If no, upload a document with the disclosures and specify how you share it with students.

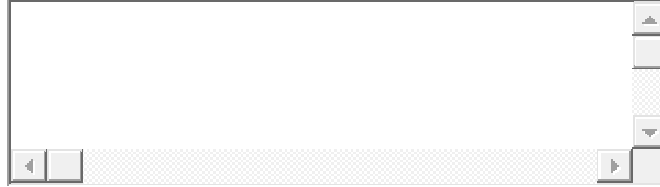
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Document upload *

Upload

Files must be less than **16 MB**.
Allowed file types: **pdf doc docx**.

How do you share this with students? *



4. Does your school offer degree programs in Iowa? *

☐ Yes

☐ No

If yes, your school does not qualify for this exemption. You cannot complete this exemption application.

If no, move to the next question

5. State the exemption for which you are applying and how your school qualifies for this exemption. *



6. Are the programs of study offered in Iowa described on your website?

☐ Yes

☐ No

If yes, provide the URL:

URL *

If no, upload a document that describes your programs of study and specify how you share the information with students.

Document upload *

Upload

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How do you share this with students? *

Section 2 (page 2):

Upload or provide the URL to the written policy that you have implemented or are prepared to implement upon application approval to each of the following policies:

1. Substance Abuse Policy that prohibits unlawful possession, use, or distribution of controlled substances by students and employees on school-owned or leased property or in conjunction with activities sponsored by the school. The school will provide information about the policy to all students and employees, including any sanctions for violation of the policy and any substance abuse prevention programs for students and employees.

Is this policy available on your website? *

- ☐ Yes
☐ No

If yes, provide the URL:

URL *

If no, upload a document with the policy and specify how you share it with students/staff.

Document upload *

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How do you share this with students and staff? *

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2. Sexual Abuse Policy including counseling, campus security, education, and facilitating accurate and prompt reporting of sexual abuse.

Is this policy available on your website? *

- ☐ Yes
☐ No

If yes, provide the URL:

URL *

If no, upload a document with the policy and specify how you share it with students/staff.

Document upload *

Upload

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How do you share this with students and staff? *



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3. Employee policy for reporting suspected incidents of child physical or sexual abuse that includes individuals the school compensates to conduct activities on the school's behalf at an Iowa location.

Is this policy available on your website? *

- ☐ Yes
- ☐ No

If yes, provide the URL:

URL *

If no, upload a document with the policy and specify how you share it with staff.

Document upload *

Upload

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How do you share this with staff? *



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4. Military Refund Policy for students who are members of the Iowa national guard or reserve forces of the United States and the spouses of such members if the members have dependent children when the members are ordered into active duty. The policy shall include:

1. **Withdrawal from all or a portion of the student's registration and receipt of a full refund of tuition and mandatory fees the school assessed for courses from which the student withdrew. For a program in which a student's academic progress is measured only in clock hours, the school shall provide a full refund of tuition and mandatory fees to a student who withdraws and who requests that benefit for the payment period in which the student withdrew. The payment period is determined under rules promulgated by the United States Department of Education for the disbursement of federal Stafford loan funds.**
2. **Making arrangements for grades or for incomplete grades that will be completed at a later date.**

Is this policy available on your website? *

- ☐ Yes
- ☐ No

If yes, provide the URL:

URL *

If no, upload a document with the policy and specify how you share it with students/staff.


Document upload *

Upload

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How do you share this with students and staff? *



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5. Provide the school's procedures for safeguarding (e.g., storage, security and back-up processes) and preservation of student academic records.

Document upload *

Upload

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Allowed file types: **pdf doc docx**.

6. For a covered institution under Iowa Code 261F

(<https://www.legis.iowa.gov/docs/code/261F.1.pdf>, subsection 2), provide the code of conduct that complies with Iowa Code §261F.2 and is posted on the school's website. If your school is not a covered institution under Iowa Code 261F, please input "Not Applicable" in the URL box.

URL *

7. For a covered institution under Iowa Code 261F

(<https://www.legis.iowa.gov/docs/code/261F.1.pdf>, subsection 2), do you provide a preferred lender list as defined in Iowa Code §261F.6 to students/parents? If your school is not a covered institution under Iowa Code 261F, answer no and input "Not Applicable" in the corresponding text box.

- ☐ Yes
☐ No

7a. If yes to Q7, is this information available on your website? *

- ☐ Yes
☐ No

7b. If yes to Q7a, provide the URL:

URL *

7b. If no to Q7a, upload a document with the information and specify how you share it with students.

Document upload *

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How do you share this with students? *



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7a. If no to Q7, please provide information the school discloses to students which substantiates that the school does not maintain a preferred lender list or preferred lender arrangement. (Note – preferred lender list is the term used in 261F.6, i.e., at least 3 unaffiliated lenders and including certain mandatory disclosures.)*

8. Does your school post a list of required and suggested textbooks for all courses and corresponding international standard book numbers for such textbooks at least 14 days before the start of each semester or term at the locations where textbooks are sold on campus and on the school's Internet site?

- ☐ Yes
☐ No

If yes, provide the URL:

URL *

9. Provide the contact information to be used by students and graduates who seek to obtain transcript information.

Website for requests (if applicable)
First name *
Last name *
Job Title *
Phone *
Email *

10. Please list the employee at the school designated to receive and respond to student complaints from the Commission.

First name *
Last name *
Job Title *
Email *
Phone *

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11. Iowa Code §714.18 (<https://www.legis.iowa.gov/docs/code/714.18.pdf>) requires many nonpublic educational course providers to file evidence of financial responsibility in Iowa, which requires the school to obtain a continuous corporate surety bond payable to the State of Iowa and disclose to the Commission its course costs and tuition refund policies. Please download the linked form (<https://www.iowacollegeaid.gov/sites/default/files/documents/714%20Financial%20Responsibility%20Filing%20or%20Exemption%20Claim%20rev%20081916.pdf>), complete pages 3 and 4 and attach (or provide a link to) a catalog or other document that discloses your course costs, sample advertising, your refund policy, and a copy of a continuous corporate surety bond payable to the State of Iowa in the amount of \$50,000, and upload these documents to this application. The model language for the bond is included on page 2 of the linked document. Based on feedback from other schools, the average annual cost of maintaining a \$50,000 bond is about \$500.

Or, if you have already submitted these documents to the Commission in the past, please upload documentation of your existing bond (examples include: receipt of most recent annual payment for maintaining the bond, continuation certificate issued by the bond issuer).

You can upload up to 3 separate documents.

Document upload *

Upload

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Document upload *

Upload

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Document upload *

Upload

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Allowed file types: **pdf doc docx**.

12. Is your school a for-profit school with at least one postsecondary educational program of more than four months in length that leads to a recognized educational credential (such as an academic or professional degree, diploma, or license)?

- ☐ Yes
☐ No

If yes, proceed to Question 13 and Question 14.

If no, proceed to submit application.

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15. Is your school a for-profit school that is not eligible to participate in the federal student aid programs and that offers at least one program of study of more than four months in length that leads to a recognized educational credential (such as an academic or professional degree, diploma, or license)?

- ☐ Yes
☐ No

15a. If yes to Q15, A for-profit school that does not participate in the student financial assistance programs administered by the United States Department of Education must demonstrate and maintain compliance with Iowa Code §714.25 (<https://www.legis.iowa.gov/docs/code/714.25.pdf>). These disclosures must be provided to the student and the Iowa College Student Aid Commission. Are these disclosures available on your website?

- ☐ Yes
☐ No

If yes to Q15a, provide the URL:

URL *

If no to Q15a, upload a document with the information and specify how you share it with students.

Document upload *

Upload

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How do you share this with students? *

If no to Q15, go to submit application.

If you have questions, please contact Jayna Grauerholz at jayna.grauerholz@iowa.gov or 515-725-3431.